



## JOB OPPORTUNITY

# SLV/USAID Logistics, Procurement, and Administrative Coordinator

## Position Description

This position will play an essential role by providing a variety of high-level administrative support services, which may include: procurement and contracting processes that comply with local, CI and USAID regulations, domestic and international travel arrangements, processing expenses and other documentation, drafting correspondence, as well as logistical responsibilities for scheduling and organizing meetings, training sessions, and special events related to the SLV Activity.

Conservation International Mexico has a strong commitment to inclusion, diversity, and equal opportunity employment of minorities, females, and individuals with disabilities. People of all backgrounds are welcome to participate.

**Location:** The position is based in Mexico City at Conservation International's office.

### Summary and Objective of the Position

CI México is looking for a Logistics, Procurement, and Administrative Coordinator for USAID/Mexico's Sustainable Landscape Ventures (SLV) Activity. The Coordinator will work in close collaboration with the Finance and Administration Officer and will assist the SLV team. S/he is responsible for supporting administrative, financial, and logistical processes, managing procurement of goods and services, as well as submitting necessary administrative and procurement reports. The Coordinator will report directly to the Finance and Administration Officer, ensuring that the policies, processes, and regulations of CI and USAID are correctly implemented, and wherever required, clearly recorded in auditable files.

### Specific Functions and Responsibilities

#### Logistics and procurement

Assist the Finance and Administration Officer in managing administrative and contractual processes related to the purchases and acquisitions of assets, goods and services;

- Inform about real or potential cases of non-compliance with rules and regulations applicable to CI, USAID or the Government of Mexico, especially in the area of acquisitions;
- Expedite travel requests and expense reports for SLV team members;
- Maintain physical and electronic auditable project files in accordance with CI policies;
- Coordinate with other CI areas to ensure the maintenance of furniture, equipment, materials and supplies necessary for the execution of programmatic activities;
- Create and regularly update complete inventory list;
- Assist in event planning and logistics in coordination with the SLV technical team;
- Execute purchases and organize logistics based on requests from SLV staff in a compliant manner
- Ensure compliance in announcing and publication, competition, selection and documentation of procurement processes;
- Evaluate performance of suppliers and monitor provision of services;
- Support coordination of logistics activities to be paid in cash from activity funds;
- Establish a commercial relationship with goods and services providers;
- Document procurement records following USAID and CI rules and regulations;
- Make purchases, process invoices, contract with vendors, and assist with budget preparation;
- Plan events and meetings to support Activity's implementation as needed;
- Present and communicate CI's internal controls to new staff and/or partners;
- Refer difficult questions and unusual problems to supervisor.

**Contractual Matters**

- Attend and contribute to trainings to ensure that staff have a practical knowledge of USAID rules and regulations;
- Contribute to required reports, including weekly, monthly, quarterly, annual, and other reports as needed.

**Finance and Accounting**

- Manage travel advances: prepare advance requests in accordance with standards set by CI;
- Review and audit travel expenses, ensuring compliance with correct reporting of expenses;
- Financial responsibility includes purchasing, processing invoices, contracting with vendors, and assisting with budget preparation;
- Process, manage and maintain vendor payments within established guidelines.

**Internal Communication and Documentation**

- Maintain a system of classification and organization of all auditable administrative and contractual documentation in SharePoint;
- Manage team through Teams platform.
- Contribute to keeping the digital archive of the project updated.

**Minimum qualifications**

- Bachelor's degree required in areas of business administration, finance, or similar field
- Minimum of 3 years professional experience in administration, finance, or operations
- Written and spoken English language proficiency;
- Excellent customer service skills and focus;
- Strong organizational skills and attention to detail;
- Ability to build strong relationships with multi-stakeholder team
- Ability to analyze information for the purpose of coordinating and planning activities, and solving problems;
- Strong interpersonal and communication skills;
- Ability to compare quotes and proposals according to the needs of the project;
- Ability to work and act independently on assigned tasks and exercise independent judgment based on analysis and experience; work is diversified and may not always fall under established practices and guidelines.

**Desired / preferred qualifications**

- Experience with USAID or other international donors;
- Ability to use existing technology;
- Experience interpreting guidelines to ensure compliance while ensuring results;
- Experience working remotely and coordinating and organizing virtual meetings.

**Application Process**

Candidates who meet the requirements, please send your CV with relevant experience to:

**Email:** [dvallejo@conservation.org](mailto:dvallejo@conservation.org)

**Subject:** "SLV/USAID Logistics, Procurement, and Administrative Coordinator"

**Deadline:** May 31, 2022